

TGMI Steering Committee Meeting
March 8, 2016
3:04 p.m. – 3:49p.m.
Department of Intellectual and Developmental Disabilities
275 Stewarts Ferry Pike
One Cannon Way, Room 1152

Quorum: Yes

Opening

The regular meeting of the TGMI Steering Committee was called to order at 3:04 PM on March 8, 2016, in Nashville, Tennessee by Michelle Smith.

Attendance

Michelle Smith, Chair – Present
Joe Waldrum, Vice Chair - Absent
Vicky Hutchings, Past Chair – Absent
Jason Seay, Present Class President – Present
Shelley Walker, Present Class Steering Committee Member –Present
Lori Hedge, Past Class Steering Committee Member – Present (phone)
Doug Willis, Past Class President – Absent
Cynthia Stewart, Member at Large (Year 2) – Present (phone)
Nneka Norman-Gordon, Member at Large (Year 2) – Absent
Marcus Dodson, Member at Large (Year 1) – Present
Cyndi Taylor, Member at Large (Year 1) – Present
Tresa Jones – Absent
Trish Holliday, DOHR Ex-Officio– Absent
Antonio Meeks, DOHR representative - Absent
Julie Nichols - Present (phone)

Call to Order/Welcome: Michelle Smith

Meeting was called to order at 3:04 and all participants were identified. The updated TGMI Alumni Procedures Manual was handed out to those who were not present at the February meeting.

Secretary Report: Cyndi Taylor

The February 18, 2016 Meeting minutes were approved on March 4, 2016 (Motion to approve- Lori Hedge, Second– Nneka Norman-Gordon).

Treasurer's Report- Cynthia Stewart

Previous Balance 1/12/16: \$753.48

Deposits/Credits: \$0

Pending Withdrawals/Debits: \$0
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Balance on 2/23/16: \$753.48

Sub-Committees Reports

Charter Committee Update (April Romero)

- April Romero was not present to provide a Charter Committee update.

Communications Update (Julie Nichols and Michelle Smith)

- Joe and Michelle have met twice to identify ways to get more buy-in and participation in TGMI alumni activities.
- Julie will put out a request to class reporters for updates for the TGMI alumni newsletter after meeting with Joe. Julie and Joe will work to get the newsletter out by mid-May.

Community Service Update (Cynthia Stewart)

- Cynthia has 4 individuals signed up for the March 31st service opportunity with Second Harvest. We have 10 spots reserved.
- Cynthia has reached out to officials with the Country Music Rock-n-Roll Marathon to request a station. She has not heard back, but will update the group when she does.
- Joe and Cynthia are working together to identify other service opportunities. Joe is going to contact Habitat for Humanity for possible community service opportunities.

Business Events Update (Jason Seay)

- Jason handed out information on venue and food options for Second Harvest Food Bank to consider for the TGMI Annual Business Meeting. The venue cost is \$125.
- Jason has contacted the Millennium Maxwell House as a possible location for the annual meeting. As soon as he receives information, he will forward it to the group.
- Montgomery Bell has also been contacted and Jason will check back with them regarding pricing.
- Shelley and Michelle volunteered to sit with Jason on a committee to decide on venue, food, and other specifics regarding the annual meeting, and to bring their decisions back to the steering committee for a vote.
- Michelle reminded the group that there is a fee to use EventBrite. Susan Burdette has the EventBrite credentials and they need to be transferred over to Marcus. Cynthia will work with Susan to get them transferred.

Education Development Update (Marcus Dodson)

- Marcus has contacted TN Towers to schedule lunch-n-learns.
- Marcus has reached out to Trish Holliday and Commissioner Hunter regarding a lunch-n-learn panel, and with Bryce Allen regarding the Active Shooter lunch-n-learn. Marcus is hoping to get these scheduled for March. Marcus is trying to get all lunch-n-learns scheduled at least three weeks in advance. Julie will work to get any dates posted on the TGMi website once they are confirmed.
- The BlackBelt Leadership program also has an education sub-committee. Marcus is working with them to improve participation in future lunch-n-learns.

Social Events Update (Doug Willis)

- Doug was not present to provide an update.

Old Business

Annual Meeting Review (Michelle Smith)

- Michelle Smith provided additional 2015 TGMI annual meeting survey results.
 - 66.66% of attendees rated the annual meeting as very good or excellent
 - 33.34% of attendees rated the annual meeting as fairly good
 - ◆ Advertise earlier
 - ◆ Date change made me not able to attend

- ◆ Have class reporters encourage class participation
- ◆ Fewer speeches, shorter speeches
- ◆ Pick a different time of year
- ◆ Build interest
- ◆ Keep it on Friday
- ◆ Make it an after hours event
- ◆ Boring
- ◆ Unable to travel to Nashville – carpool
- ◆ Move the location to different regions
- ◆ More direct email
- ◆ Brunch instead of breakfast
- ◆ Start earlier
- ◆ Move it closer downtown
- 87.5% of attendees were pleased with the length of the meeting
- 88.89% of attendees were pleased with the location of the meeting
- 44.44% of attendees were pleased with the quality of the food
- 77.77% of attendees were pleased with the variety of the food
- 88.89% of attendees were pleased with the door prizes
 - ◆ More door prizes
 - ◆ Shorter speeches by DOHR and UT
 - ◆ Food was very cold
 - ◆ Quality of food was good, but cold
 - ◆ Do lunch instead, chicken salad, fruit, cheese and crackers, nuts, this way food wouldn't have to be warm
 - ◆ Make contact about the annual meeting quarterly
 - ◆ Update from alumni regarding leadership initiatives
 - ◆ Bring in a leadership speaker
 - ◆ Offer a shuttle service
- 17.65% of respondents are extremely likely to participate with Make-A-Wish
- 23.53% of respondents are moderately likely to participate with Make-A-Wish
- 58.82% of respondents are not at all likely to participate with Make-A-Wish
- 41.72% of respondents are extremely likely to participate with St. Jude's
- 58.82% of respondents are not at all likely to participate with St. Jude's
- 33.34% of respondents are extremely likely to participate with River Clean Up
- 66.66% of respondents are not at all likely to participate with River Clean Up
- 50% of respondents are extremely likely to participate with TN Achieves
- 50% of respondents are not at all likely to participate with TN Achieves
- 33.34% of respondents are extremely likely to participate with Habitat for Humanity
- 66.66% of respondents are not at all likely to participate with Habitat for Humanity
- 16.67% of respondents are extremely likely to participate with local Animal Shelters
- 83.33% of respondents are not at all likely to participate with local Animal Shelters
- 47.37% of respondents are extremely likely to participate with Second Harvest Food Bank
- 52.63% of respondents are not at all likely to participate with Second Harvest Food Bank

- 11.11% of respondents are extremely likely to participate with the Rock ‘n’ Roll Marathon
- 88.89% of respondents are not at all likely to participate with the Rock ‘n’ Roll Marathon
 - ◆ Coordinate transportation
 - ◆ Too lazy
 - ◆ Weeknight events are better
 - ◆ Too much variety
 - ◆ Promote earlier
 - ◆ Partner with TGEI
 - ◆ No time
 - ◆ Management needs to get on board with time away from work for activities
 - ◆ Person to person requests
 - ◆ Don’t make everything a competition
 - ◆ More school job fairs
 - ◆ How TGMI changed you and helped you grow
- Michelle Smith requested that we continue to support St. Jude. A motion was approved to continue support of St. Jude (Motion to approve- Cynthia, Second- Lori).
- Cynthia asked the committee if we should move forward with requesting a booth for the marathon, given such little support by alumni-we don’t want to commit if we cannot get enough volunteers. Michelle requested that Cynthia touch base with Joe before making any decision. Cynthia will touch base with Joe and the committee will make a decision afterwards.

Shelley suggested having the class presidents or reporters reach out to alumni regarding upcoming events. Marcus suggested that DOHR send a formal email to all agencies in November announcing the upcoming annual meeting and asking for agency support for this meeting. It was also discussed that maybe the annual meeting could focus more on TGMI alumni and how TGMI helped them grow, emphasizing that the 2-week “program” is just the beginning.

TGMI Check Signatures

- Joe and Cynthia have not set a time to get the signatures updated to reflect the 2016 steering committee leadership. Cynthia will try to get with Joe soon to take care of this.

New Business

Monthly Steering Committee Location (Michelle Smith)

- Future meeting locations will be at One Cannon Way on Stewarts Ferry Pike.

Upcoming Events (Michelle Smith)

- March 31, 2016: Second Harvest 5:30 p.m. – 8:00 p.m.
- 2016 TGMI Class:
 - April 12, 2016: Present to new class about Steering Committee responsibilities, 8:30 a.m. – 11:00 a.m. This will be held at TBI.
 - Week 1 (May 1 - 6) on May 3, 2016, present to new class about upcoming class elections. This will be held at Montgomery Bell.
 - Week 2 (June 12 - 17) on June 16, 2016, conduct class elections. This will be held in Knoxville, TN.
 - August 2016 Graduation: Prepare information packets and select gift for graduates.

Adjournment

Meeting was adjourned at 3:49 p.m. by Michelle Smith. The next meeting will be April 12, 2016 at One Cannon Way.

Minutes submitted by: Cyndi Taylor